



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 19TH THEATER SUPPORT COMMAND**  
**UNIT #15015**  
**APO AP 96218-5015**

REPLY TO  
ATTENTION OF:

EANC-GS

**7 JAN 2005**

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Command Policy Letter #49 - Best Barracks Program**

1. **REFERENCE.** 19th TSC Regulation 10-10.
2. **APPLICABILITY.** This policy letter is effective immediately and applies to implementing a program for Soldiers' living in barracks.
3. **PURPOSE.** This memorandum outlines procedures and provides guidance for administering the 19th Theater Support Command's (TSC) Best Barracks Program.
4. **BACKGROUND.** The Best Barracks Program is an awards program to recognize Soldiers for their exemplary effort and dedication to improving the appearance and upkeep of their assigned barracks. The winning barracks in the large and small category receive a barracks sign indicating their accomplishment as the best. The 19th TSC Command Sergeant Major (CSM) is overall responsible for this program and the ACofS, G4 Sergeant Major serves as the program proponent. The major subordinate commands (MSC) will execute the program.
5. **GUIDELINES.**
  - a. **Governing Committee.** A governing committee consisting of a board president and one representative from each MSC will manage the Best Barracks Program. The committee responsibilities include providing guidance to MSCs, receiving and processing appeals, rendering judgments regarding any appeals, making corrections or modifications to the program, and conducting program after action reviews (AAR).
    - (1) **Committee President.** The 19th TSC CSM will serve as the committee president. The president's responsibilities include providing direction and guidance to the governing committee, casting tie-breaking votes on issues within the committee, selecting the committee administrative officer, and selecting the inspection team for the TSC-level competition.
    - (2) **Committee Membership.** Each MSC CSM or designated representative will be a voting member of the governing committee. The committee members will provide input to the committee president and other members, oversee the program's implementation, discuss program improvements, update program policies and procedures, and vote on issues presented for decision.

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(3) Committee Administrative Officer. The committee president selects this non-voting member of the committee. His/her responsibilities include recording and disseminating meeting notes, tracking the status of the program implementation at MSC and TSC-level, providing information to inspection teams, coordinating with the Public Affairs Office to publicize the TSC-level winning barracks, and conducting the annual AAR. All AARs will occur annually after the final TSC-level competition. Any changes to this program arising from AAR comments will be included in this policy letter during the next scheduled update.

b. Implementation Cycle. The best barrack program will run year-round, beginning with the MSC-level competition and concluding with the TSC-level competition. Winning barracks will proceed to the next round of competition until a final MSC-level winning barracks is selected. MSC-level winners will then compete at the TSC-level to determine the final winning barracks. The program consists of three phases. The timeframe for implementing the program will follow the training year calendar.

(1) Phase I. MSCs will administer their initial round of competition during the 1st and 2d quarter of the training year.

(2) Phase II. During the 3d quarter, the winners in Phase I will compete as finalists for the MSC-level competition.

(3) Phase III. During the 4th quarter, all final MCS winners from Phase II will compete in the 19th TSC-level competition.

c. Barracks Categories. The program will consist of the following two categories:

(1) Small barracks category consisting of barracks with less than 50 rooms.

(2) Large barracks category consisting of barracks with 50 or more rooms.

(3) Unique Situations. Some barracks may require additional guidance to determine the category in which they will compete. Barracks, shared with other units outside of the command, serves as an example of a unique situation. Should MSCs need guidance regarding the barracks category, they should contact the governing committee and request clarification.

d. Inspections.

(1) Inspection Panel. A team of Noncommissioned Officers, not affiliated with the unit receiving an inspection, will inspect barracks. This team should consist of at least three inspectors to help prevent tie scores. Should a tie score occur between barracks, the three-member team will vote to select a winner. At the MSC-level competitions, the CSM

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(within that particular command) will select the inspection teams. For the TSC-level competition, the 19th TSC CSM will select the inspection team.

(2) Inspection Categories. Each barracks will compete in the following five categories: Outside Area Appearance, Common Area Appearance, Safety Awareness, Common Area General Inspection, and Service/Work Order Tracking. Barracks will compete using the official 19th TSC Best Barracks Program Score Sheet (see enclosure 1).

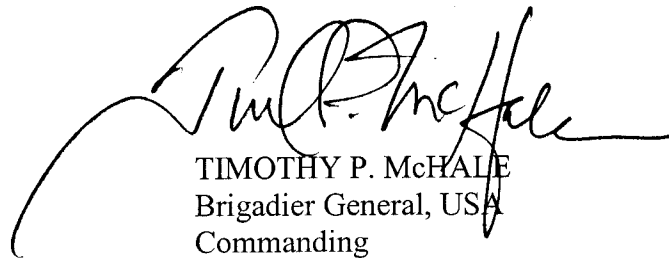
(3) Use of the Score Sheet. Inspectors will subjectively judge barracks and award a numerical value from 0-3 in each sub-area. The numerical values are represented as 0 (Needs Attention), 1 (Fair), 2 (Good), and 3 (Excellent). The winning barracks are the ones with the highest total score (summation of all five categories).

e. Awards. Winning barracks will receive a sign used for posting outside the facility. See the enclosed designs for each MSC and the final TSC-level winners (enclosure 2). The MSC level winners are encouraged to provide additional incentives to help improve Soldier participation. To enhance the value of the program, all levels of command should aggressively publicize the winners. Units may accomplish this goal through their local public affairs officers and may include announcements of winners in local newspapers.

6. Point of contact is SGM Grant or MAJ Navarre at 768-8118.

2 Encls

1. Best Barracks Checklist
2. Barrack Sign Designs



TIMOTHY P. McHALE  
Brigadier General, USA  
Commanding

DISTRIBUTION:

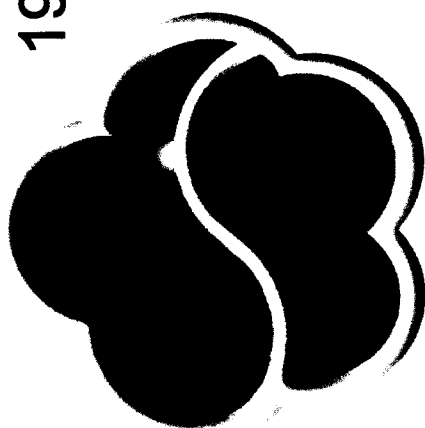
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# Best Barracks Program Scoresheet

Bldg _____	Excellent (3)	Good (2)	Fair (1)	Needs Attention (0)	Remarks
<b>Outside Area</b>					
Plants & Shrubs					
Signage					
Exterior Grounds					
<b>Common Areas</b>					
Entrance Area					
Stairwell Area					
Hallways					
Dayrooms					
Kitchens					
- Range					
- Refridgerator					
- Microwaves					
Laundry Room					
- Washers					
- Dryers					
Storage Areas					
Signage					
Recycling					
<b>Safety (Common Areas)</b>					
Fire Extinguishers					
Exit Signs					
Fire Doors					
Key Control					
<b>Rooms (Common Areas)</b>					
Safety					
Energy Conservation					
Smoke Detector					
Fire Warden					
<b>General</b>					
Service / Work Order Tracking					
Room - 1					
Room - 2					
Room - 3					

Unit inspected: \_\_\_\_\_

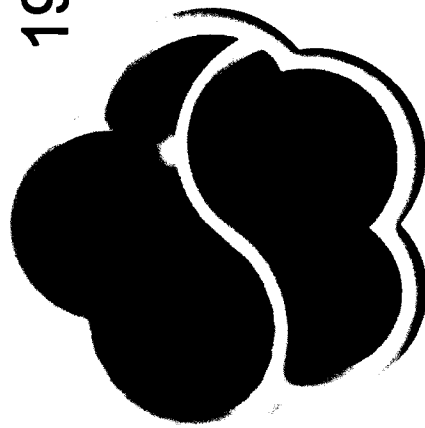
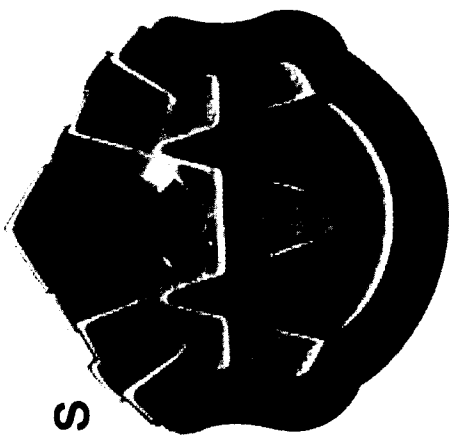
Date: \_\_\_\_\_



19<sup>th</sup> TSC Commanding General's

**BEST BARRACKS**

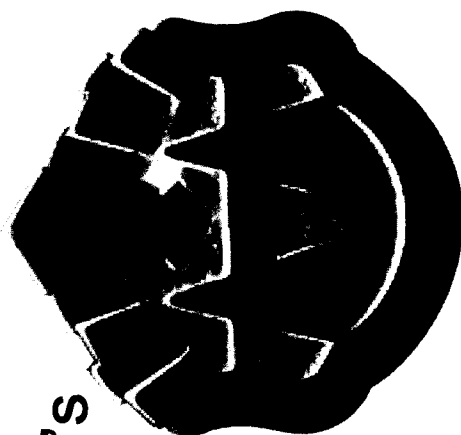
**Award Winner  
Small Category**

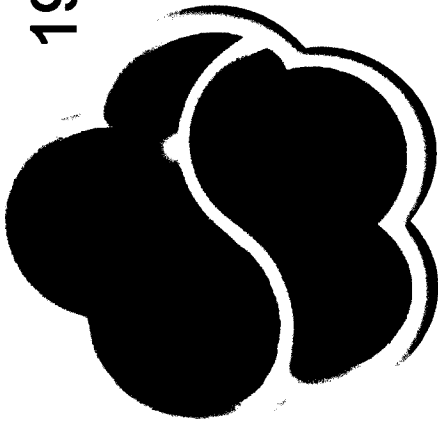


19<sup>th</sup> TSC Commanding General's

**BEST BARRACKS**

**Award Winner  
Large Category**

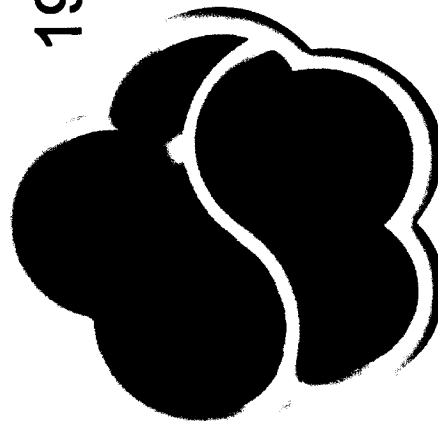
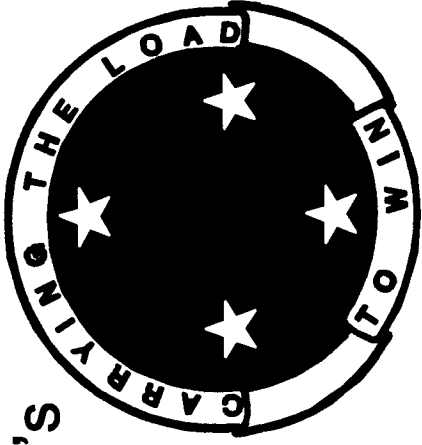




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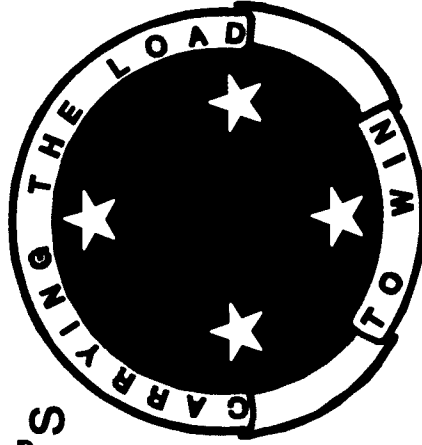
Award Winner  
Small Category

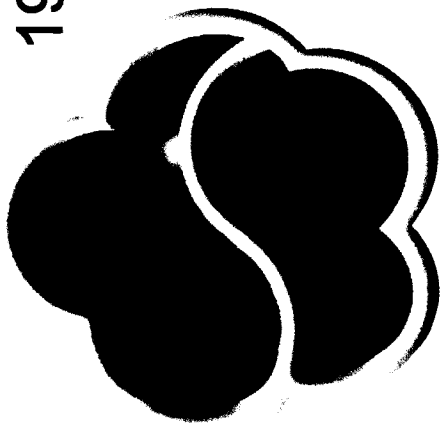


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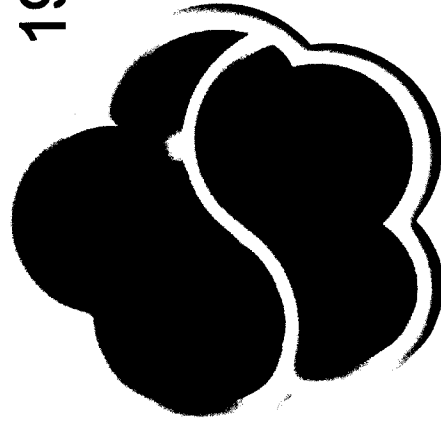
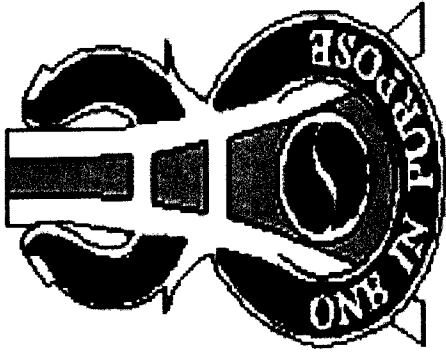




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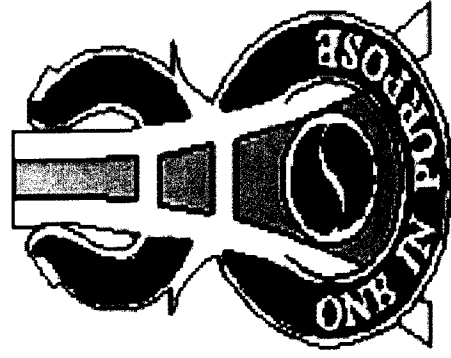
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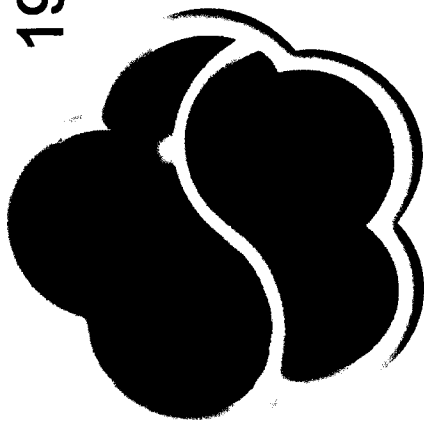


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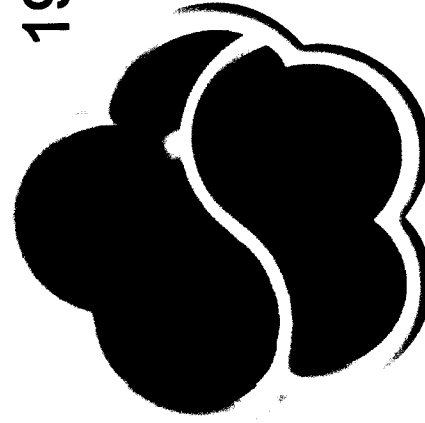




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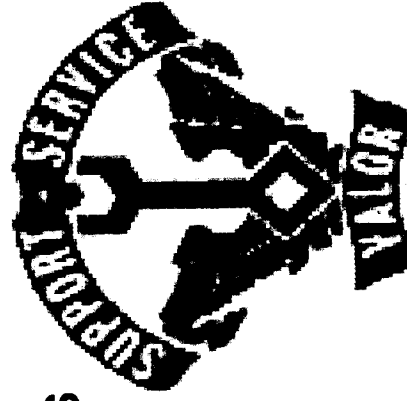
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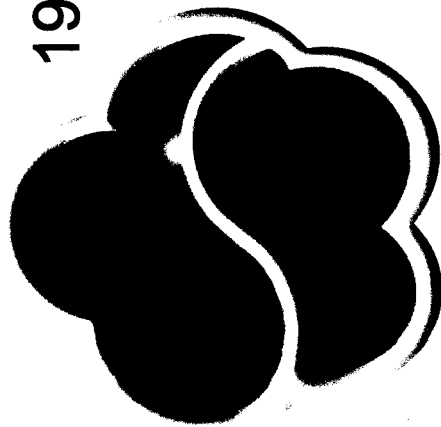
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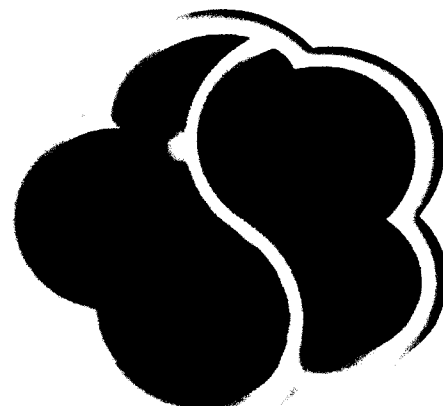




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